

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107

24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITIES**

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#T2528 COMMUNITY DEVELOPMENT SPECIALIST I

***MONTHLY SALARY: \$3576 to \$4346**

#T2529 COMMUNITY DEVELOPMENT SPECIALIST II

***MONTHLY SALARY: \$4346 to \$5253**

#T2530 COMMUNITY DEVELOPMENT SPECIALIST III

***MONTHLY SALARY: \$5006 to \$6053**

#T2531 COMMUNITY DEVELOPMENT SPECIALIST IV

***MONTHLY SALARY: \$5369 to \$6503**

***APPLICATION FILING PERIOD: FIRST DATE: November 4, 2005**

LAST DATE: December 21, 2005

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. **PROMPT APPLICATION IS ENCOURAGED.** **Immediate vacancies may be filled when sufficient applicants have been processed.** Later applicants will be eligible for employment consideration as future positions MAY become available.

REQUIREMENTS: For each position, you must meet the requirement(s) listed below on the date you apply, unless otherwise indicated.

EDUCATION: Proof of degree/transcripts must be submitted with your application.

Community Development Specialist I, II, III, and IV: College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed college level units = 120 semester/180 quarter).

-AND-

EXPERIENCE:

Community Development Specialist I: One year of full-time qualifying professional experience as specified below.

Community Development Specialist II: Two years of full-time qualifying professional experience as specified below.

Community Development Specialist III: Three years of full-time qualifying professional experience as specified below.

Community Development Specialist IV: Four years of full-time qualifying professional experience as specified below.

***Qualifying Community Development experience must include performing the full range of professional level duties related to at least one of the following areas of responsibility:** Economic Development; Redevelopment; Community Development; Business Finance; Development Projects; Business Expansion and Retention Programs; Small Business Assistance; Neighborhood Revitalization; Government-Assisted Housing Programs; Administrative/Budgetary Analysis; Finance/Accounting; Lending/Community Investment Programs; Nonprofit Contract Administration; Grant Administration; and/or Community Service Programs.

Notes:

1. **Community Development Specialist I ONLY**: Subprofessional administrative, budgetary, or personnel experience may be substituted for a maximum of two years of education lacked on the following basis (one year of experience = 30 semester/45 quarter units).
2. **Community Development Specialist I, II, III, IV**: Additional qualifying **professional** experience may be substituted for education lacked on a year-for-year basis (one year of experience = 30 semester/45 quarter units).
3. **Community Development Specialist II, III, and IV**: A Master's Degree in Public or Business Administration, Finance, Economics, Planning, Management, or a closely related field may be substituted for a maximum of one year of qualifying professional experience.

LICENSE: A valid California Class C Driver's License **may be required at the time of hire**.

***HIGHLY DESIRABLE QUALIFICATIONS**:

1. Experience developing, implementing and marketing economic development and/or business assistance programs.
2. Working knowledge of California Community Redevelopment Law.
3. Specialized private sector finance, public finance, commercial or venture capital lending and loan underwriting experience.
4. Bilingual communication skills in English and any of the following languages: Spanish; Vietnamese.
5. Fluency in spreadsheet, database, presentation and word processing programs.

***DUTIES**: Under general supervision, **Community Development Specialists I**, and at journey-level, **Community Development Specialists II** assist in the management of business assistance programs, redevelopment projects and the formulation of community development plans/programs; conduct community development studies and analysis of community development programs; assist in the implementation of major projects; maintain financial and project records; process financial transactions; prepare internal financial reports; assist with business loan programs; provide oral presentations and prepare written reports to the public; act as liaison between staff and the community on specific phases of community development programs; analyze, prepare and process reports on redevelopment projects and community development programs, including reports to City Council; provide technical assistance, staff services, and cost estimates to businesses; prepare and administer contracts with nonprofit, public and private organizations; lead the work of data collectors on information projects; responsible for maintenance of loan servicing program for revolving loan funds; prepare Federal reports for loan programs; monitor loan payments; prepare notices to borrowers for payments, reports and information due; and perform related duties as assigned. **Community Development Specialists III** manage business assistance programs and/or redevelopment projects; negotiate and administer contracts and agreements; conduct studies and analyses; coordinate the implementation of redevelopment and community development programs; market/outreach business loan programs and perform related technical assistance, loan servicing and reporting; coordinate the activities of, and provide technical assistance to businesses, financial institutions and citizens' advisory groups; represent the City Manager's office at meetings; confer with City departments and other agencies to obtain and develop detailed information affecting development programs; analyze complex proposals for cost, benefit and feasibility; may supervise subordinates; and perform related duties as assigned. **Community Development Specialists IV** plan, coordinate, implement and manage major economic development, redevelopment and community revitalization projects/programs; represent the City Manager's office in meetings of inter-agency boards, citizens' groups, and other public agencies; negotiate development agreements; coordinate project development with other City departments; analyze proposals for cost, benefit and feasibility; assist groups in obtaining funding and negotiate private investment funding; prepare and present reports to the City Council, the Redevelopment Agency, the Planning Commission, other public or private agencies, and community-based organizations; and perform related duties as assigned.

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HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

***THE SCREENING PROCESS** will consist of a comprehensive evaluation of the Application/Supplement for qualifying education, training, and experience. **The City reserves the right to determine which qualifications shall be sufficient to meet the job requirements as stated on this announcement**, and to place ONLY the most qualified applicants on the eligible list for each position.

ELIGIBLE LIST: Separate eligible lists will be established for **Community Development Specialist I, Community Development Specialist II, Community Development Specialist III, and Community Development Specialist IV**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SMS/September 24, 2004/*Rev. 1 (11-04-05)/Classes: 1351; 1352;1353;1354

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER